



ROYAL CANADIAN PROPERTIES LIMITED

PROPERTY ADMINISTRATOR

As part of the Royal Canadian Securities group of companies, Royal Canadian Properties Limited shares a long tradition of integrity and excellence. Our focus is on building a quality portfolio of real estate by building excellent long term relationships with our tenants and our business associates. Our portfolio currently includes quality office, retail, and industrial properties.

Our Winnipeg Head Office is currently seeking an experienced **Property Administrator** to provide administrative support to the Properties team and to coordinate, assist, and perform duties related to marketing and leasing.

Responsibilities include:

- Preparation of Offers, Lease Agreements, and Lease Renewals
- Preparing monthly Rent Rolls for all properties
- Creating brochures and other marketing materials
- Regular website updates
- Preparing competitor comparison and analysis reporting
- Preparing agenda and minutes for staff meetings
- Providing project support as needed
- Filing, both electronic and paper
- Maintaining and updating tenant information, insurance certificates, etc.
- Preparing and distributing Tenant Newsletters
- Liaise with building operators and contractors as required
- General office duties

Qualifications:

- 3+ years of administrative experience, preferably in a property management or commercial leasing environment
- Intermediate to advanced skills in MS Word, Excel and Outlook; knowledge of Adobe InDesign or other creative software program would be an asset
- Ability to communicate effectively and professionally, both oral and written
- Detail oriented and accurate
- Willing to take on new tasks and be able to juggle multiple job functions
- Self-directed with ability to work independently with minimal supervision
- Ability to work under pressure and achieve quality results
- Strong work ethic and the ability to work in a fast-paced environment
- Friendly and engaged personality

Please email your cover letter including salary expectations, Resume and three references to cstoddart@royalcan.com. We thank all applicants for their interest in the position, however only those selected for an interview will be contacted.